

## 2024 年度 既修得単位認定(教養科目)について

本学に入学（編入・転入・再入学を除く）する前に大学又は短期大学において履修した授業科目（教養科目）があり、その単位を、本学における授業科目の履修により修得したものとして認定を希望する者は、単位認定申請書を受付期間内に提出してください。

### 記

受付日時：4月1日（月）～4月10日（水）

提出書類：単位認定申請書，他大学における成績証明書（原本），既修得科目のシラバス

提出方法：教務課学務グループ(kyo.gak@jim.titech.ac.jp)にメール添付で提出してください。単位認定申請書はエクセル，その他はPDFで提出すること。成績証明書はPDFで提出した後，紙の原本を郵送または窓口（平日9～17時開室）に持参して提出すること。シラバスは科目毎に提出すること。

注意事項：

- ① 教養科目の単位認定希望の受付は，上記日時のみ。また，入学2年目以降は受け付けない。
- ② 必修科目（「英語第一」「微分積分学第一・演習」等※学修案内参照）は単位認定の対象外である。
- ③ 認定を受けた科目の成績は，得点ではなく「認定」と記載されるため，系所属の際に用いられる総得点（学修案内参照）に含められない。ただし，系所属に必要な単位数には含められる。
- ④ 認定された科目を再度履修することはできない。
- ⑤ ※印の承認欄には，記入しないこと。
- ⑥ 認定が許可されない場合もあるので，注意すること。
- ⑦ 第二外国語について認定を希望する場合も入学1年目の申請とする。
- ⑧ 認定対象科目は，2024年度開講科目とする。

※2024 年度に系所属した学生対象

## 2024 年度 既修得単位認定(専門科目)について

本学に入学（編入・転入・再入学を除く）する前に大学又は短期大学において履修した授業科目（専門科目）があり、その単位を、本学における授業科目の履修により修得したものとして認定を希望する者は、単位認定申請書を受付期間内に提出してください。

### 記

受付日時：4月1日（月）～4月10日（水）

提出書類：単位認定申請書，他大学における成績証明書（原本），既修得科目のシラバス

提出方法：教務課学務グループ(kyo.gak@jim.titech.ac.jp)にメール添付で提出してください。単位認定申請書はエクセル，その他は PDF で提出すること。成績証明書は PDF で提出した後，紙の原本を郵送または窓口（平日 9～17 時開室）に持参して提出すること。シラバスは科目毎に提出すること。

注意事項：

- ⑨ 専門科目の単位認定希望の受付は，上記日時のみ。また，系所属 2 年目以降は受け付けない。
- ⑩ 認定された科目を再度履修することはできない。
- ⑪ ※印の承認欄には，記入しないこと。
- ⑫ 認定が許可されない場合もあるので，注意すること。
- ⑬ 認定対象科目は，2024 年度開講科目とする。

教務課学務グループ

To: First-Year Students Entering in AY 2024

**AY 2024**  
**Accreditation of Credits Attained at Another Institution**  
**(Liberal Arts and Basic Science Courses)**

Students (excluding transfer students and re-admitted students) who have taken courses related to liberal arts basic science subjects at another university or junior college before entering Tokyo Tech may be permitted to have the relevant credit(s) transferred and counted toward the completion of equivalent course(s) at Tokyo Tech. If this applies to you, please read the following and submit a “request for accreditation approval.”

Submission period for accreditation approval request:

Monday, April 1 to Wednesday, April 10

Required documents:

- Request for Accreditation Approval Form
- Official academic transcript (original) from the university/college where the course(s) was/were taken
- Syllabus for each course

How to submit:

Send the required documents as email attachments (the Request for Accreditation Form in Excel format and other documents in PDF format) to the Undergraduate Services Group of the Student Division ([kyo.gak@jim.titech.ac.jp](mailto:kyo.gak@jim.titech.ac.jp)). Then mail the original hard copy of the academic transcript to the Undergraduate Services Group or hand it in to the desk on weekdays between the hours of 9 a.m. and 5 p.m.

Make sure to obtain and submit the syllabus for each course whose credits you wish to transfer.

Important points to note:

- ① Requests for transfer of credits toward completion the Liberal Arts and Basic Science Courses will be accepted during the above submission period only. Students may not submit the request in their second year or later.
- ② Credits attained at another institution may not be used to complete the required courses such as English 1, Calculus I, or Calculus Recitation (refer to the Study Guide).
- ③ Courses completed with the use of credits transferred from another institution will be reported as “credits approved (認定)” without numerical grades. As such, the grades for the said course cannot be included in the total points that determine the Department to which the student will be assigned (refer to the Study Guide), while the credits attained can be used to fulfill the general requirements to enter Departments.
- ④ Students are not permitted to register for a course deemed already completed by the transfer of credits from another institution.
- ⑤ On the Request for Accreditation Approval Form, leave the columns marked with an asterisk (“\*”) blank, which will be completed by the relevant authorities.
- ⑥ There may be cases where the transfer of credits is not permitted.
- ⑦ Requests for transfer of credits for the Second Foreign Language Courses must also be submitted in the first year of enrollment.
- ⑧ Select courses from those held in AY 2024, for which you would like to receive credit(s).

Undergraduate Services Group, Student Division

## To: Students Joining Departments in AY 2024

### AY 2024 Accreditation of Credits Attained at Another Institution (Major Courses)

Students (excluding transfer students and re-admitted students) who have taken courses related to major fields at another university or junior college before entering Tokyo Tech may be permitted to have the relevant credit(s) transferred and counted toward the completion of equivalent course(s) at Tokyo Tech. If this applies to you, please read the following and submit a “request for accreditation approval.”

Submission period for accreditation approval request:

Monday, April 1 to Wednesday, April 10

Required documents:

- Request for Accreditation Approval Form
- Official academic transcript (original) from the university/college where the course(s) was/were taken
- Syllabus for each course

How to submit:

Send the required documents as email attachments (the Request for Accreditation Form in Excel format and other documents in PDF format) to the Undergraduate Services Group of the Student Division ([kyo.gak@jim.titech.ac.jp](mailto:kyo.gak@jim.titech.ac.jp)). Then mail the original hard copy of the academic transcript to the Undergraduate Services Group or hand it in to the desk on weekdays between the hours of 9 a.m. and 5 p.m.

Make sure to obtain and submit the syllabus for each course whose credits you wish to transfer.

Important points to note:

- ① Requests for transfer of credits toward completion of the Major Courses will be accepted during the above submission period only. Students may not submit the request in the second year or later after being affiliated with the Department.
- ② Students are not permitted to register for a course deemed already completed by the transfer of credits from another institution.
- ③ On the Request for Accreditation Approval Form, leave the column marked with an asterisk (“\*”) blank, which will be completed by the relevant authority.
- ④ There may be cases where the transfer of credits is not permitted.
- ⑤ Select courses from those held in AY 2024, for which you would like to receive credit(s).

Undergraduate Services Group, Student Division